



RECRUITMENT ANNOUNCEMENT

DEPARTMENT OF VETERANS AFFAIRS - WASHINGTON SOLDIERS HOME

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| DATE POSTED: November 1, 2004 | SHIFT: 8:00 A.M. – 4:30 P.M. |
| CLASSIFICATION: FORMS AND RECORDS ANALYST 2 This is a full-time permanent position. | DAYS OFF: SAT/SUN |
| DEPARTMENT: MEDICAL RECORDS | SALARY & RANGE: RANGE 42: \$2526 - \$3215 per month |

PRIMARY DUTIES: This position will supervise and maintain the health record filing system for active and inactive records. Will also analyze admission/discharge records for proper documentation practices, inspect and audit facility super bill, codes diagnosis using ICD 9 coding system, clinical denials, and all clinical documents and forms associated with securing revenue.

DESIRED SKILLS: Excellent customer service, interpersonal, and analytical skills. Basic computer skills with knowledge of ADL. Effective oral and written communication skills. Project/task management skills. Familiar with medical terminology.

In addition to candidates currently on the register, interested permanent DVA employees eligible to transfer (from range 42) or voluntarily demote to this position may apply by sending a completed WA state application to Eric Magbaleta, Human Resource Consultant by **4:30 p.m., on November 8, 2004** (Mail Stop NO-37).

Please indicate "*Forms and Records Analyst 2*" in the job title on page 1 of the application form and check the application type box for transfer or voluntary demotion. Please be sure your application indicates availability to your preferred geographic location.

To be considered for transfer or voluntary demotion to Forms and Records Analyst 2, your application will be screened for minimum qualifications.

MINIMUM QUALIFICATIONS: A Bachelor's degree involving major study in business administration, accounting, industrial engineering or a closely allied field.

AND

Two years of experience in forms and records management.

Experience in forms and records management may be substituted, year for year, for required education.

In-training options from the Forms and Records Analyst 1 job class may be considered. For more information on the Forms and Records Analyst 1 recruitment announcement, please visit the Department of Personnel's website at <http://hr.dop.wa.gov>.

If you have any questions about the position, please contact Dave DeVore at (360) 893-4513 or email: DavidD@dva.wa.gov.